



Icon Legend Summary

- Actions YOU must take
- Time Sensitive (completed by)
- Cost Associated
- Orange highlighted Text
- Links to Knowledgebase Documents

All steps below should not be made without the following having first taken place:

1. A CT Live event has been created & timing points & devices have been created, (Event must be scored in CT Live to Receive Media services)
2. The **Event Landing Page** created and **published**

Pre Event

You must complete the following

Enable Photo Services Within CT Live:

➤ **Event Properties > Photos > Enable Photo Service is enabled**

Enable Service Model (Free photos for athletes)

➤ **Event Properties > Photos > Photo Service Type set to "FREE"**

Set Total Expected Image Count Estimate: (This total should include Manually tagged, and Auto Synchronized image totals combined)

➤ **Event Properties > Photos > Expected Photo Count is set to your total number of forecasted images**

Enable Services applicable to your activation: "Photography" and/or "Video"

➤ **Event Properties > Other > check Photography And/Or Video Box**

Confirm your created Race in CT LIVE Admin is enabled to "Display race within Online Results & Media"

➤ **Select Race in event dashboard > Display race > Check "Yes"**

Enable Photos tab:

➤ **Scoring > Results Options > Enable "Show Photos Tab" to Yes** (If "Live" images being available to Athlinks immediately after tagging is desired, (manually or synchronized) if not, disable till you're ready to host photo content)

Enable Video Tab:

➤ **Scoring > Results Options > Enable "Show Video Tab" to Yes** (If video immediately available is desired upon publishing), if not, disable till you're ready to host video content

Build **Photographer Logistics** documents with precise instructions and guidelines for the event.

This should include: **Proper Camera settings** for CT Live uploads. **NOTE: Only Canon and Nikon Cameras are supported**

If utilizing photo logo overlay services follow **THIS** guide. We strongly recommend this when providing a Service Model. We Require 3 weeks notice if using this service. Cost per image overlay \$0.00

NO?
YES?

➤ **Create all cameras:** <Course < timing point < Camera type/name, with correct camera type, I/E "Photo" or "Video". **NOTE: Ensure cameras are labeled W/ intended tagging type.** Ex. "Manual tagging service" or "Auto Sorting/synchronization". As well as adding synchronized cameras to the correct course location & Timing point.

Conduct a speed test (on the network you'll be uploading with on event day), 20+Mbps upload speed is recommended (You can do this by going to Speedtest.net)

Conduct an image upload test with Chronotrack Media Manager tool (You must notify the Athlinks team 4 weeks in Advance to confirm successful upload test, or if you require assistance)

If Auto Syncing images, ensure that photographers follow **THIS** guide

NOTE: You MUST notifying Athlinks Services 3 Weeks in advance, if you require manual tagging services. Cost per image \$0.03

➤ All Cameras should be added to the correct course location based upon the **photographers course assignment**

➤ **synchronizing cameras**
We recommend a 1-2 second sync window to reduce false tagging

During Event

Ensure photographers are adhering to "Photo locations by photographer" and "Camera Setting Requirements".

Ensure when applicable, "Capturing Photos for Auto-Sorting" is being adhered to

Ensure photographers are capturing only images where the bib number/body marking is clearly visible. See Examples **HERE**.

After all media is collected, Upload your photos with Media Manager, and Notify **photos@chronotrack.com** that submission has started. Remember to use 20+Mbps connection

Confirm 100% of captured Media is Uploaded in CT Live Event Admin
➤ **Event < Media Tab, Select Camera**
NOTE: 12 hour maximum upload time frame is highly recommended

A Maximum of 12 hours upload time is highly encouraged

Post Event

Complete ALL these steps no later than 24 hours post event

Submit **Image Management Worksheet** to Athlinks team if you are utilizing Manual Tagging Services.
 \$0.03 Tagging fee Per image

Sync applicable cameras: that are not being manually tagged:
➤ **Media > Select Camera > Pick Photo.** Adjust **sync window** where applicable

Manually tag all camera images associated to the Manual cameras you are self tagging

Notify our team @ **Photos@chronotrack.com**, once ALL images are uploaded, If Photo overlays or manual tagging services are being used.

➤ **Create Signature Galleries**
Media tab > Select Image > Select "Make Promo" from drop down (This is optional, but is highly recommended)

MUST complete "Smith Check" before releasing media to market for athlete consumption. (This is a manual image check of athletes named "Smith" to ensure images have been tagged correctly)

If you have athlete requests to hide their images follow **THIS** guide to do so.
➤ **Athlete Tab > Select athlete > Media sub tab > Click "Hide"**

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